

**State of Hawaii
Community-Based Economic Development
(CBED) Program Application**

Organization: _____

Street Address: _____

Mailing Address: _____

City County Zip

Contact Person: _____

Telephone: _____ Name _____ Title _____
Fax: _____ E-Mail: _____

The Applicant is (Check one of the following):

- ☐ A non-profit organization
☐ A cooperative association
☐ A for-profit subsidiary of a non-profit organization

Funding Request is for (check one):

Planning and Organizational Development _____ Loan _____
Project Financing _____

Total cost of project/activities for which funding or financing is requested: \$ _____

Total amount of CBED funds requested: Grant \$ _____
Loan \$ _____

Total amount of funds contributed by the organization and/or other funding source: \$ _____

Attachments (to be included with application):

Planning and Organizational Development (POD)

- ☐ Bylaws and Articles of Incorporation
☐ Organizational Chart
☐ List of Board of Directors
☐ List of general membership (i.e. names, addresses optional)
☐ Copy of IRS Tax Exempt Authorization
☐ Copy of General Excise Tax License
☐ Consultant Resumes (if using consultants)
☐ Three (3) letters of support (optional)

Project Matching Grant (PMG)

In addition to the POD attachments, also provide the following:

- ☐ Current financial statements
☐ Feasibility Analysis
☐ Business Plan

I certify that this application has been reviewed and approved by this Organization's Policy-Making Body.

Signature

Name (Type or Print)

Date of Application

Title

**Community-Based Economic Development (CBED) Program
CBED Application Selection Criteria
Project Matching Grant**

FEASIBILITY OF PROPOSED PROJECT/ACTIVITIES (40 Points)

- **Comprehensive and feasible workplan.** The workplan demonstrates that the objectives and activities:
 - are measurable and/or quantifiable;
 - clearly address which of the community's long-range goals the project is concerned with;
 - can be accomplished with available or expected resources during the proposed project period;
 - will lead to a project that will be completed, self-sustaining, and/or able to attract other funding/financing support from sources other than CBED funds at the end of the project period.
- **Clarity in statement of goals, objectives, and strategies** for proposed project or activities; extent to which goals and strategies are feasible; realistic; and conform to the overall long-range plans of the organization.
- **Extent of interest, commitment, and level of involvement** of other funding or support sources for the organization's operations and project(s).
- **Level of community and/or organizational resources** committed to the development and implementation of the project concept.
- **A detailed and justifiable budget.** Must include sufficient cost and other details and justification to help determine allowable costs and the relevance of these costs to the proposed project. The funds requested are appropriate and necessary for the scope of the project. For business development projects, the proposal demonstrates that the expected return on the funds used to develop the project provides a reasonable profit within a specified future timeframe.

IMPACT (40 Points)

- **Extent to which the proposed project will result in specific, measurable outcomes** for each of the stated objectives that will clearly contribute to the completion of the project and will help the community or organization meet its goals.
- **Specific detail regarding the expected results** or benefits of the proposed project or activity and the reliability of the proposed method of measuring the benefits to the community.
- **Level of impact** that the activities of the organization have had and will have on the targeted community.
- **Extent to which the community is empowered** in the development process.

COMMUNITY-BASED ORGANIZATION (20 Points)

- **Clarity and feasibility** of the organization's mission and long range plans.
- **Level of technical, managerial, and organizational skills.** The applicant clearly describes the staffing required to implement the project; indicates the qualifications of the staff to carry out the project activities; or, at the very least, details a viable plan for acquiring proper technical support to implement the proposed project.
- **Level of success in securing funds** and other resources for both the organization and the proposed project.
- **Extent to which CBED funds are essential** to the development and implementation of the project and the continuation of the organization.
- **Development of a training and technical assistance plan or strategy** which clearly addresses key organizational needs.
- **Extent of community support**, participation, and involvement in the development of the goals, objectives, and strategies for the project concept.
- **Extent to which members, board, and community participate** in organizational decisions and activities.
- **Degree of interaction with other organizations** operating in and serving the target community.
- **Level and success of outreach** to the general population.

I. COMMUNITY-BASED ORGANIZATION (20 Points)

ORGANIZATIONAL HISTORY & ACCOMPLISHMENTS

1. Provide a brief history of the establishment, development, and accomplishments of the organization.
2. Describe the organization's mission and goals (long and short-term).
3. Is there an organizational strategic plan in place? Yes _____ No_____ In Progress _____
(If yes, please attach)

MANAGEMENT & STRUCTURE

4. Describe the organizational structure (roles & responsibilities of key people). Please include all advisory committees, consultants, etc. that assist the organization.

COMMUNITY REPRESENTATION, PARTICIPATION & EMPOWERMENT

5. If the organization is membership-based, please describe the membership (Who are they? How many members? How do people become members?).
6. How are the members involved in the decision making process?
7. How has the organization involved and informed the general community in the planning process?

II. FEASIBILITY OF PROPOSED PROJECT/ACTIVITIES (40 Points)

COMMUNITY PROFILE

1. Briefly describe the community that will benefit from the proposed project (include demographic, ethnic, economic and any other relevant characteristics).

2. Describe the networking and partnerships in the community, which can help address some of the key issues the project is concerned with. Please indicate how the organization interacts with them.

PROJECT DESCRIPTION AND WORKPLAN

3. Has the organization developed a business plan for the proposed project? Yes _____ No _____
4. Give a detailed description of the proposed project.

5. Please complete the attached Work Plan. Be specific. Use additional sheets as required.

6. Objective Work Plan

Community Goals, Project Objectives, and
Activities/Task Required

Person Assigned
to Activity

Start
(Project
Month)

Stop
(Project
Month)

End Product

Consultant
Needed

Goal:

Objective #1:

Activities:

Objective #2:

Activities:

Objective #3:

Activities:

7. What resources from the community can be applied to achieving the project objectives?

BUDGET AND RESOURCE DEVELOPMENT

8. What other funding sources will be explored during the next year?

<u>Source</u>	<u>Amount</u>	<u>Date Available</u>	<u>Purpose/Description</u>
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9. DESCRIBE THE ASSETS TO BE USED IN THE PROJECT (ASSETS INCLUDE HUMAN, PHYSICAL, AND FINANCIAL RESOURCES).

BUDGET

On a separate sheet, please provide detailed line-item justification for all CBED budget items.

Cost Categories	CBED \$	In-Kind \$	Private \$	Other Public \$
PERSONNEL				
Position _____	_____	_____	_____	_____
Total Salary \$ _____				
New _____ Existing _____				
Total Salary \$ _____				
Position _____	_____	_____	_____	_____
New _____ Existing _____				
Position _____	_____	_____	_____	_____
Total Salary \$ _____				
New _____ Existing _____				
Position _____	_____	_____	_____	_____
Total Salary \$ _____				
New _____ Existing _____				
TOTAL Salaries				_____
ADMINISTRATIVE COSTS				
Rent		_____	_____	_____
Utilities		_____	_____	_____
Telephone	_____	_____	_____	_____
Office Supplies	_____	_____	_____	_____
Travel	_____	_____	_____	_____
Printing	_____	_____	_____	_____
Postage	_____	_____	_____	_____
Equipment Purchases		_____	_____	_____
Equipment Rental/Leasing		_____	_____	_____
Insurance		_____	_____	_____
Advertising & Promotion	_____	_____	_____	_____
TOTAL Administrative Costs				_____
CONTRACTOR SERVICES				
Audit	_____	_____	_____	_____
Legal	_____	_____	_____	_____
Accounting/Bookkeeping _____	_____	_____	_____	_____
Architect/Engineering _____	_____	_____	_____	_____
Other (Specify) _____	_____	_____	_____	_____
_____	_____	_____	_____	_____
TOTAL Contractor Services				_____
OTHER COSTS				
Acquisition Costs	_____	_____	_____	_____
Other (Specify) _____	_____	_____	_____	_____
_____	_____	_____	_____	_____
TOTAL Other Costs				_____
GRAND TOTALS	_____	_____	_____	_____

III. PROJECT IMPACT (40 POINTS)

1. What do you expect to be the benefits and outcomes of the project? (i.e., Number of jobs created, number of businesses assisted/expanded/created, increase in disposable income). How will achieving these benefits and outcomes relate to helping the community achieve its goals?
2. How will the organization quantitatively measure the community benefits and other impacts of the project?
3. Are other private or public funds available for this project? If the project does not receive CBED funding, what will be the impact on the community?